Systems and Services

NOV 2 6 2002

MEMORANDUM FOR OSD AND WHS INFORMATION TECHNOLOGY MANAGERS

SUBJECT: S&S Bulletin Number 03-01; Contractor Monthly Status Reports, and Certifying Contractor Invoices

This is to provide guidance concerning the monitoring of Call Orders placed against the GSA Schedule Blanket Purchase Agreements (BPA) awarded in September 2001. It is also generally applicable to other contracts and orders for information technology support services.

MONTHLY STATUS REPORTS

Statements of Work for Call Orders against the DIOR suite of BPAs must always include language which requests the Monthly Report be sent to both the Installation Representative (IR) and the COR. The Monthly Status Report is an important contract management tool for every IR, and BPA language only requires the vendor to send the monthly report to the COR.

Timely review of the monthly report by the IR is critical to evaluate progress and monitor funds on the order. The attachment contains the format BPA vendors are required to use. When reviewing the report, particular attention should be given to ensure labor hour and dollar expenditures are on track and to address any problem areas identified by the contractor.

If the report is acceptable as submitted, no action is required. If there is a discrepancy or error in the report, or any other issue is identified which needs resolving, the IR should contact the vendor to correct the discrepancy or error and resolve the issue. If resolution cannot be reached, the IR should contact the COR. If the COR cannot facilitate resolution, the COR will refer the issue to the Contracting Officer for resolution. While problems can usually be resolved informally, it is important for the Task Monitor (TM) and IR to maintain records documenting problems that may occur during the period of performance. If it becomes necessary for the Contracting Officer to intervene, that documentation will be important.

CERTIFYING OF INVOICES

The IR or a delegated government receiving official must certify acceptance of each invoice against the Call Order, and submit the certified invoices to the payment office for payment, with a copy to the COR. The COR must have copies of the invoices in order to track progress and perform COR functions on the BPA. There are numerous Call Orders written

against each BPA and your cooperation in forwarding a copy of the invoice is important to managing the BPA.

Copies of invoices for CORs may be sent by email in PDF form, or a hard copy may be faxed to (703) 602-2315, or sent through interoffice mail to the COR, WHS/DIOR/Systems & Services/PMD, Crystal Gateway 3, Suite 1204.

My point of contact for questions is Mr. Gerry Anderson, Director, Procurement Management Division. He can be reached on (703) 604-1507.

Sally Reams
Director

Attachment:
As stated

Instructions for Information Technology Support Services Blanket Purchase Agreement Monthly Report Format

I.   Initial monthly report – in the initial monthly report for delivery orders (DOs), each task shall be numbered and listed with a brief overview of the work. Include a list of contractor personnel with their labor categories. In subsequent monthly reports, the tasks listed would only include updates (i.e., completion date, additional tasks, etc.)

II. Problem areas – the contractor shall identify significant problem areas, resolution actions being take, and estimated impacts on the accomplishment of the objectives.

III. Activities planned – the contractor shall identify significant activities planned for the next reporting period.

IV. Deliverable items – the contractor shall prepare a table of deliverable products by task, including: task title, deliverable item name, projected delivery date, and actual delivery date.

V.   Contract dollars and labor hours expended status – the contractor shall provide contract funds and labor hour status and detailed labor data as describe below:

   a.   A summary table shall include the following data: contractor name; contract name and number; DO name and number, report period, total contract and amendment cost and labor data; and other direct cost (ODC) data. A spreadsheet is provided to facilitate preparation – Monthly Contract Status Report – Summary.

   b.   A detailed labor table shall include the following cost and labor data: labor category, employee name, primary task number, current and cumulative DO labor costs and labor hour data, cost and labor hour estimates to complete, and cost and labor hour variances. A spreadsheet is provided to facilitate preparation – Monthly Contract Status Report – Detailed Labor.

        Cost and labor hour graphs shall cover the entire period of performance. One graph shall include monthly cumulative labor dollars, both planned and actual, vs. time. The other graph will depict cumulative labor hours vs. time. Both graphs will include projected estimates at completion based on actual trends. Use sum of least squares projections. Example of a graph showing expenditures is provided.

VI. For other direct cost purchased items and travel: The contractor shall provide an inventory of all items purchased and delivered to the Government, including the following information: item make, model number, serial number, and price. Travel costs shall be broken out by trip.
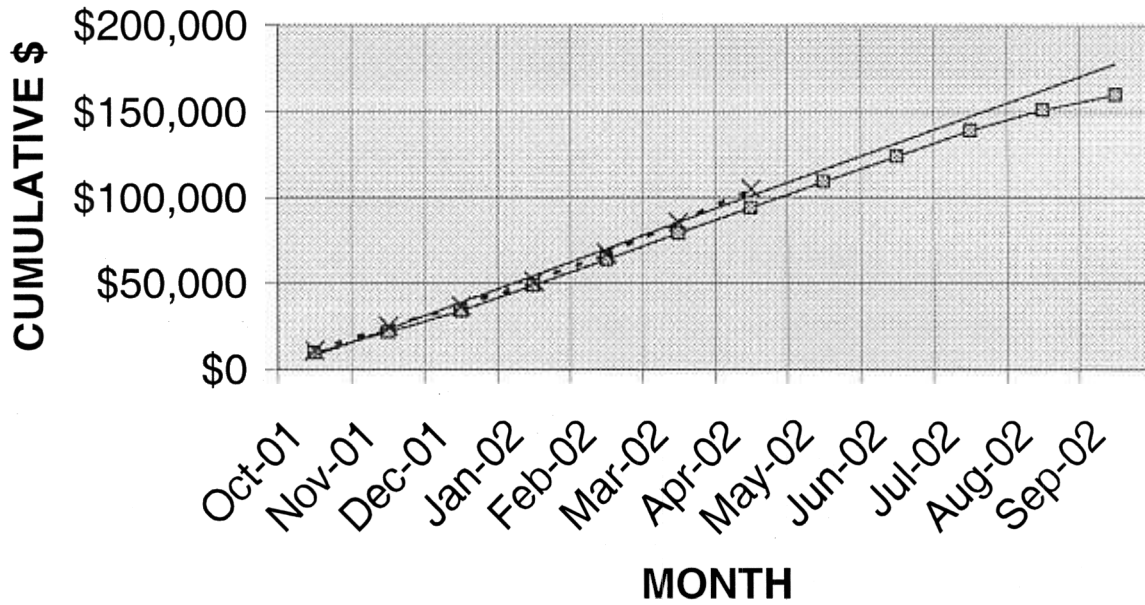
Monthly Status Report - Summary

Contractor Name:			Report Period:	(From)	(To)		
Contract Name:			Contract Number:				
Delivery Order Name:			DO Number:				

Delivery Order Status:	Award Date	Award Amt $	Period of Performance Start Date	End Date	% Time Elapsed		
Original:					XXXXXXXXX		
Amendment 1:			XXXXXXXXX		XXXXXXXXX		
Amendment 2:			XXXXXXXXX		XXXXXXXXX		
Amendment 3:			XXXXXXXXX		XXXXXXXXX		
Total DO $:					a		

Labor $ Expenditures:	Total DO Labor $	Current Period Labor $	Cumulative Labor $	Rem Bal Labor $	Cum % Labor $	Est to Compl Labor $	Over/Short Labor $
All Tasks:					b	c	d
Task 1:							
Task 2:							
Task 3:							
Task 4:							

Labor Hour Expenditures:	Total DO Labor Hrs	Current Period Labor Hrs	Cumulative Labor Hrs	Rem Bal Labor Hrs	Cum % Labor Hrs	Est to Compl Labor Hrs	Over/Short Labor Hrs
All Tasks:					e	f	g
Task 1:							
Task 2:							
Task 3:							
Task 4:							

Other Direct Cost (ODC) Expenditures:	Total DO ODC $	Current Period ODC $	Cumulative ODC $	Rem Bal ODC $	Cum % ODC $	Est to Compl ODC $	Over/Short ODC $
All ODCs:					h	I	j
Travel:					XXXXXXXXX		
Purchases Misc:					XXXXXXXXX		
(Itemize Large Purchases)					XXXXXXXXX		

a) Calc: [[As Of Date - Start Date]/ [End Date - Start Date]] x 100
b) Calc: [Cum Labor $/Total DO Labor $] x 100
c) Estimate to Complete DO Task Work - Labor $
d) Calc: [Est to Complete Labor $ - Remaining Balance Labor $]
e) Calc: [Cum Labor Hrs/Total DO Labor Hrs] x 100
f) Estimate to Complete DO Task Work - Labor Hours
g) Calc: [Est to Complete Labor Hrs - Remaining Balance Labor Hrs]
h) Calc: [Cum ODC $/Total DO ODC $] x 100
I) Estimate to Complete DO ODCs - ODC $
j) Calc: [Est to Complete ODC $ - Remaining Balance ODC $]

Monthly Status Report - Detailed Labor

Labor $ Expenditures:	Employee Name	Primary Task No.	Total DO Labor $	Current Period Labor $	Cumulative Labor $	Rem Bal Labor $	Cum % Labor $
All Personnel:	XXXXXXXXXXXXXXXXXXXXXX	XXXXX	a				b
Labor Category 1							
(list all applicable personnel)							
Labor Category 2							
(list all applicable personnel)							
Labor Category 3							
(list all applicable personnel)							
Labor Category 4							
(list all applicable personnel)							
Labor Hour Expenditures:	Employee Name	Primary Task No.	Total DO Labor Hrs	Current Period Labor Hrs	Cumulative Labor Hrs	Rem Bal Labor Hrs	Cum % Labor Hrs
All Personnel:	XXXXXXXXXXXXXXXXXXXXXX	XXXXX	c				d
Labor Category 1:							
(list all applicable personnel)							
Labor Category 2							
(list all applicable personnel)							
Labor Category 3							
(list all applicable personnel)							
Labor Category 4							
(list all applicable personnel)							
a)	Should Equal Total DO Labor $ in Summary Table						
b)	Calc: [Cum Labor $/Total DO Labor $] x 100						
c)	Should Equal Total DO Labor Hours in Summary Table						
d)	Calc: [Cum Labor Hrs/Total DO Labor Hrs] x 100						

EXAMPLE OF GRAPH

$ Expended FY 2002

CUMULATIVE $: $0, $50,000, $100,000, $150,000, $200,000

MONTH: Oct-01, Nov-01, Dec-01, Jan-02, Feb-02, Mar-02, Apr-02, May-02, Jun-02, Jul-02, Aug-02, Sep-02

- ■— CUMULATIVE PLANNED
- ✳ - CUMULATIVE ACTUAL
- —— ACTUAL PROJECTED TO COMPLETION